



Non-Merit Job Vacancy Announcement

GRANTS & CONTRACT ADMINISTRATOR (HIRING 2 POSITIONS)

Pay Grade:	13	Position Type:	Full Time
Salary or Range:	\$2,670.20 - \$3,554.70	Work Schedule:	Monday - Friday
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs - Division Of Emergency Management
Work Address: KHEAA Building - 100 Airport Road, Frankfort, KY 40601
Work County: Franklin

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Develops and reviews grant applications and/or contractual agreements for third party provision of program services, and administers the implementation of approved grants/contract; and performs other duties as required. Coordinates with agency management in the review and analysis of all grant applications, plans, activities associated with the Public Assistance Program to ensure accuracy and compliance with applicable statutes, laws, regulations, policies and procedures. Administers grants in the Public Assistance program by collecting, monitoring and reporting on program applicant expenditures and revenues to ensure the compliance, allocability and allowability of agency program policies, procedures and activities. Provides technical coordination to sub-recipients of federal grants and grant specialists responsible for the analysis/evaluation of program disbursement requests, expenditures and federal obligations. Monitors sub-recipient achievement, risk assessments and budget performance, reporting material variances to management and serves as a liaison with FEMA in respect to the closure of grant awards. Maintains proper data, reports and documentation necessary to facilitate the reconciliation of award budgets to sub-recipients budget reporting and state/federal databases. Other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of research or administrative experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Research, administrative or clerical experience will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/13/2016)

[Posted on: 6/4/2016]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website****

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Crystal Simpson

Contact Method: 502-607-1541 or
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

